MONTANA STATE HOSPITAL POLICY AND PROCEDURE

DRUG AND ALCOHOL TESTING POLICY FOR EMPLOYEES HOLDING A COMMERCIAL DRIVER'S LICENSE

Effective Date: August 28, 2006 Policy #: HR-08

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I. PURPOSE: To ensure fitness for duty by employees in positions that require a Commercial Drivers License (CDL). This policy is also intended to comply with applicable Federal regulations governing workplace anti-drug programs as identified in the DPHHS Human Resources Policy #150 titled Drug and Alcohol Testing.

This policy is limited in scope and is also intended to comply with 39-2-206 through 39-2-211 of the Montana Codes Annotated.

II. POLICY: Employees in positions that require them to maintain a Commercial Drivers License will be subjected to random tests to detect drug or alcohol use. Tests will be carried out in accordance with federal regulations.

III. DEFINITIONS:

<u>Commercial Drivers License</u> – A Montana Driver's License that authorized the licensee to operate a class of commercial motor vehicle (61-1-135 M.C.A.).

IV. RESPONSIBILITIES:

A. The Safety Officer will maintain contact with a third-party agency contracted to randomly select employees whose position requires use of a CDL for drug and alcohol testing.

The Safety Officer will work with the Facility Maintenance Manager to schedule testing and maintain a record of all results.

- B. The Facility Maintenance Manager ensures all employees working in positions requiring a CDL comply with this policy and report for testing when selected.
- C. Identified employees subject to CDL requirements will perform assigned duties in a safe, productive, and healthy manner free from adverse effects of drug and alcohol abuse or misuse. Employees will report for and submit to drug and alcohol testing as scheduled.

V. PROCEDURE:

A. Upon notification from the third-party contractor, the Safety Officer will contact the Facility Maintenance Manager to schedule drug and alcohol testing for employees as selected.

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- B. The Facility Maintenance Manager will inform the employee and modify his or her scheduled duties to allow time to be tested.
- C. The employee reports for testing as scheduled.
- D. The Safety Officer accesses results electronically.
- E. The Safety Officer notifies the Facility Maintenance Manager of the test results and maintains a record of the results.
- F. Negative results will also be reported to the Director of Human Resources and the Hospital Administrator. Procedures for federal reporting requirements and actions taken will be initiated as outlined in the DPHHS Human Resources Policy "Drug and Alcohol Testing" and sections 39-2-206 through 39-2-211 of the Montana Codes Annotated.
- VI. REFERENCES: DPHHS Human Resources Policy #150 titled Drug and Alcohol Testing; 49 CFR Part 382, 391, 392, and 395; 49 CFR Part 40; 49 CFR Part 29, "The Drug Free Workplace Act of 1988, 11;" and MCA 39-2-206 through 39-2-211.
- VII. COLLABORATED WITH: Safety Officer, Facility Maintenance Manager, and Hospital Administrator.
- VIII. RESCISSIONS: # HR-08, Drug and Alcohol Testing Policy for Employees Holding a Commercial Driver's License dated September 1, 2002; Policy # HR-01-96-R, Drug and Alcohol Testing Policy Dated October 8, 1996.
- **IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE: August 2009
- XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources
- XII. ATTACHMENTS: None

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Ed Amberg	Date	Todd Thun	Date
Hospital Administrator		Director of Human Resources	